

Clean Air Separator Tank Installation Process

Clean Air Separator (CAS) vapor recovery systems are a special form of equipment installation that can benefit from a one stop expedited review and permitting process. The City of San Jose's Industrial Tool Installation (ITI) Program is designed for the expedited review and permitting of industrial tools and equipment. We have expanded this program's service to include these types of submittals. The review team is composed of members from Planning, Building and Hazmat. By having a dedicated team that understands the applicant's needs, the review process is efficient and multiple submittals can be processed during a single meeting. In most cases Building, Planning and Hazmat clearances and permits can be issued during that meeting.

The following information lists the requirements for each of the partners within the Development Services Center that must be completed in order to process your application in a timely and efficient manner. It is recommended that once you have reviewed all the information, requirements and prepared the draft plans, to submit them for a preliminary review before scheduling an appointment for the ITI Program. The plans, photographs of the site and the applications should be prepared in PDF format and emailed two (2) to three (3) weeks in advance of your appointment to Michele Campos at Michele.Campos@sanjoseca.gov. There is a fee of \$146.00 to cover this review and it will be added to the Permit Adjustment fee for each site, which is included in the final bill.

Completeness: Please carefully review the submittal checklist located on the last page of this handout, as incomplete submittals will not be accepted or processed. Each form that requires a signature must be signed by the appropriate person(s) to authorize the work intended. A total of four (4) plan sets are required at the time of submission to the ITI Program that include all of the requirements listed below to address all of the:

PLANNING REQUIREMENTS:

Planning approval is required for all new CAS equipment installations through the [Permit Adjustment](#) process. Please see the information below and the Permit Adjustment application at http://www.sanjoseca.gov/planning/applications/dev_ad_app.pdf for information on submittal requirements and fees.

Location/Screening Requirements: All new CAS equipment is required to be located and screened properly. If the equipment will be located behind an existing building, a solid metal enclosure must house the unit and be painted to match the building (see **Figure 1**). If the equipment will be located within an existing landscaped area, an open-lattice metal screening with vegetation must house the unit (see **Figure 2**). If the unit is not to be placed in an existing landscaped area, then an irrigation system will also need to be added and noted on the plan sets.

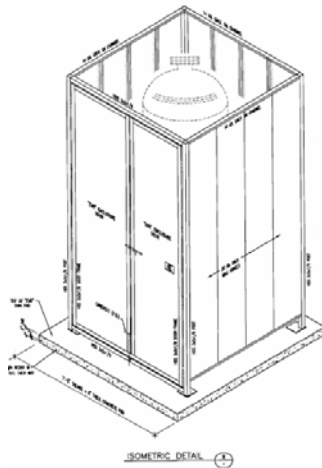


Figure 1

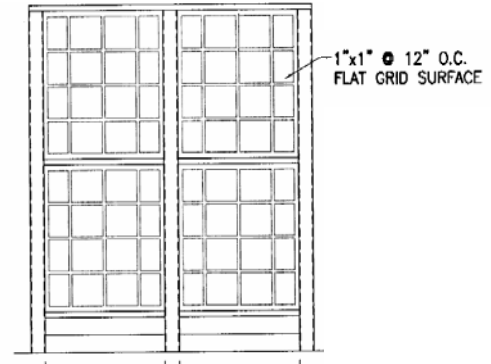


Figure 2

Submittal Process: The normal submittal process for Permit Adjustment applications is by appointment, which can be scheduled by calling (408) 535-3555. However, *if a project has been reviewed through the preliminary review process and meets the prescribed screening criteria described above and Hazmat requirements listed below, the Permit Adjustment package may be submitted with the plan check submittal during the ITI meeting. Only complete submittals will be accepted and processed during that meeting. Projects that do not meet the above criteria and/or require additional Planning review must be scheduled through a separate Permit Adjustment appointment prior to scheduling an appointment for the ITI program.*

HAZMAT REQUIREMENTS:

A Hazardous Materials Storage System - Permit Application (see attached) needs to be completed for each site to cover the Alteration of the Underground Storage Tank/Piping System. On the application it should identify the contractor doing the work and all their appropriate licenses. The fees for the Hazardous Materials System Permit application and process will be \$611.10 per site, which will cover Plan Review and one (1) hour of inspection time. A Hazardous Material review fee of \$582.00 will be required for the ITI program, in addition to the System Permit fee.

For the Plan Review process a detailed scope of work is required and the plan sets must include the following:

- Cover sheet for the plan sets indicating the scope of work and address the new conduit with UDC penetrations, monitoring system modifications, vapor recovery equipment being proposed and any other UGST modifications being proposed.

- Site plan showing location of equipment, buildings, property lines, tank fuel ports, electrical sources, vehicular protection and dispensers. Considerations should include:
 1. A minimum 10-foot separation from buildings* and property lines
 2. A minimum 20-foot separation from dispensing devices
 - Cut sheets for the equipment and protective structure** (if used to qualify for exception to building and property line setbacks).
 - The elevation view of new equipment up to the POC and vehicular protection (Processing equipment shall be protected against physical damage by guardrails, curbs, protective enclosures or fencing).
 - Post installation testing procedures. San Jose requires testing of the entire monitoring system and witnessed by the San Jose Haz Mat Inspector prior to reopening the station.
- * The City of San Jose allows a noncombustible building with no openings within 10 feet of the equipment location as adequate protection from exposure required by California Fire Code Section 2206.7.9.2.2. If the applicant intends to place the equipment closer than 10 feet to a building without an approvable protective structure, then the plan submittal will also require the details of the building construction to include exterior walls, eaves and roof construction materials and an elevation view of the equipment in relationship to the building and all building openings.
- ** These distances may be reduced when the required distances cannot be obtained. In this case, a means shall be provided to protect the equipment against fire exposure. Acceptable means shall include, but not be limited to:
1. Fire-resistant or noncombustible approved protective enclosure extending a minimum of 18 inches above the equipment; or
 2. Fire protection using an approved water spray system.

BUILDING REQUIREMENTS:

Please provide four (4) sets of plans for Plan Check with structural calculations for anchorage of the CAS tanks. Also you will need to complete the Building Division Submittal Form for Plan Check Submittal, page 1, which can be downloaded from this link:

<http://www.sanjoseca.gov/building/PDFHandouts/2-18CommultiSubform.pdf>. For permit issuance the contractor must have a valid City of San Jose Business License and complete the City Of San Jose Building Permit Application form that can be downloaded from this link: <http://www.sanjoseca.gov/building/Forms/permit.pdf>. Also, the contractor must provide documentation of the detailed construction costs on the contractor's letterhead with a scope of work and costs detailed. With this the contractor must also complete and sign the Construction Cost Document form that can be downloaded from this link: <http://www.sanjoseca.gov/building/Forms/ConstructionCostDocn.pdf>. If you have any questions regarding these forms please call (408) 535-3555 and ask to speak with the Permit Specialist handling the ITI Program.

For other specific requirements for CAS tanks, see the handout found at:

<http://www.sanjoseca.gov/building/PDFHandouts/rqmHealyDisp.pdf>

BUSINESS LICENSE TAX REQUIREMENTS:

The City of San Jose welcomes your business to our City. Prior to submitting your applications for the Clean Air Vapor Recovery System Industrial Tool Installation program, please confirm that your business has a current Business License.

All persons or companies conducting business in the City of San Jose are required to obtain and pay the Business License Tax, whether or not they have offices located in the City of San Jose. This tax is required prior to the commencement of business in San Jose. You can obtain more information by visiting our website at <http://www.csjfinance.org/bustxrate.asp>. Included are commercial landlords, residential landlords (renting 3 or more units), retail outlets, wholesalers, manufacturers, service companies, self employed professionals, independent contractors and home businesses.

OUT-OF-TOWN BUSINESSES

If you conduct business in San Jose from an office based outside San Jose, you may be entitled to an apportioned tax rate (Section 4.76.760). These tax rates can be view from our website at <http://www.csjfinance.org/outoftown.asp>.

BUSINESS TAX FORM

If you wish to obtain a copy of the business tax form it can be printed from this website at http://www2.csjfinance.org/newform_.pdf.

SUBMITTAL CHECKLIST

The following checklist provides a general overview of materials required for plan submittal through the ITI program.

PLANNING/ BUILDING/ HAZMAT

- ☐ Planning Permit Adjustment Application (with property owner signature)
- ☐ All Filing Fees for Planning/Building/Hazmat
- ☐ Hazardous Materials Storage System - Permit Application
- ☐ Photographs of site and area of work
- ☐ Assessor's Parcel map
- ☐ Four (4) sets of plans total for Planning/Building/Hazmat
- ☐ Building Permit application form, page 1
- ☐ Plan Check Submittal form
- ☐ City of San Jose Business License number of all parties
- ☐ Construction Cost Document signed by contractor
- ☐ Detailed Construction Cost Documentation



Hazardous Materials Storage System – Permit Application

Go To: www.sanjoseca.gov or www.sjpermits.org or www.sjfd.org

San Jose Fire Department
Fire Prevention – Development
San Jose City Hall – 2nd Floor
200 E. Santa Clara
San Jose, CA 95113-1905
Phone: (408) 535-7750

Associated Building Plan Check Folder:

Hazardous Materials Folder/Permit:

PROJECT/FACILITY LOCATION

Business Name:

Date:

Address:

City: **SAN JOSE**

State: **CA** Zip:

Nearest Cross Street:

Contact Person:

Ph:

APPLICANT INFORMATION

Business Name:

City:

State: Zip:

Mailing Address:

Title:

Contact Person:

e-mail address:

Ph:

FAX:

PROJECT CONTRACTOR

Business Name:

City:

State: Zip:

Mailing Address:

Title:

Contact Person:

e-mail address:

Ph: or

*San Jose City Business License Number:

Expiration Date:

*Worker's Compensation Number:

Expiration Date:

*State Contractors License Number and Type:

Expiration Date:

TYPE OF PROJECT/SYSTEM: (Select One)

- | | |
|--|---|
| <input type="checkbox"/> Hazard Compressed Gas/Cryogenic System | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Inert Compressed Gas System | <input type="checkbox"/> Battery System |
| <input type="checkbox"/> Other Hazardous Material System | <input type="checkbox"/> Metal Finishing/Plating Line |
| <input type="checkbox"/> Aboveground Tank/Piping System (liquid) | <input type="checkbox"/> Facility Closure |
| <input type="checkbox"/> Underground Tank/Piping System (liquid) | <input type="checkbox"/> L.P.G. Tank Piping System |

WORK PROPOSED: (Select One)

- | | |
|---|---|
| <input type="checkbox"/> Closure | <input type="checkbox"/> Facility Partial Closure |
| <input type="checkbox"/> Repair | <input type="checkbox"/> Facility Full Closure |
| <input type="checkbox"/> New Installation | <input type="checkbox"/> Alteration |
| <input type="checkbox"/> Removal | <input type="checkbox"/> Temporary |

PROJECT DESCRIPTION

SYSTEM IDENTIFICATION		PRIMARY CONTAINMENT		SECONDARY CONTAINMENT	
Hazardous Materials Stored		Construction Material	Size (Volume, Pipe Diam., etc.)	Construction Material	Size (Volume, Pipe Diam., etc.)
1					
2					
3					
4					
5					

ATTENTION APPLICANT:

This permit is valid for 180 days of from the date of issue or last activity. This permit is being issued pursuant to the requirements specified on the attached San Jose Fire Department Plan Check. It is your responsibility to post this document conspicuously at the job site prior to commencing work. You are to have an approved set of plans and San Jose Fire Department Plan Check available for review at the job site. **Inspections may be scheduled by calling (408) 535-7751.**

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that, to the best of my knowledge, the license(s) listed above are those required for the work to be performed and are in full force and effect, or if exempt, that the exemptions meet the requirements of the Contractor's State License Law as contained in the Business & Professions Code, Division 3, Chapter 9. If there is any change, which would materially affect the above information or plans submitted, I will notify the Bureau of Fire Prevention.

APPLICANT'S NAME (Please Print)	TITLE (Please Print)	APPLICANT'S SIGNATURE	DATE
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FIRE DEPARTMENT USE:

	Date	Approved By:	Inspector's Comments
Plans Reviewed	____/____/____	_____	_____
Primary Containment	____/____/____	_____	_____
Secondary Containment	____/____/____	_____	_____
Monitoring System	____/____/____	_____	_____
Other: _____	____/____/____	_____	_____
Final Inspection	____/____/____	_____	_____